

United States Department of the Interior Bureau of Land Management National Applications (Nat'l Apps) Software Applications Permission Request	Route Form To: 1. Supervisor/Task Manager 2. Local Information Technology Security Manager (ITSM) 3. State Application/Program Rep. 4. Fax completed form to 303-236-3508 Attn: David Baker.
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USER INFORMATION

Print Name (First MI Last): _____

Government Employee

BLM (active directory) login name _____ (e.g. Jane Smith = jsmith)

Office Code (10 Char.): LL _____

Office Name: _____ Telephone No.: _____

I have read and signed Form 1264-3, Individual Computer User's Statement of Responsibility for the General Rules and Guidelines Governing the Use of BLM Computer Systems. My Form 1264-3 is on file with the State/Center IT Security Manager.

Signature: _____ Date: _____

LOGIN ACCESS DETAIL

BLM Application Security System (BASS) and System Application Permissions:

Application Name (RMIS)

Permissions (Write, Read, Query, Owner etc.)

Add User Account

RMIS Production _____ Yes

Your Role (Circle One): Washington Office State Office District Office Field Office Guest

(Guest doesn't need signatures, just fax in form)

Your email Address: _____

Modify User Account

Effective Date: _____

Remove User Account Effective Date: _____

SIGNATURES **Note: If you're only signing up as a Guest you don't need any signatures.**

BLM Supervisor/Task Mgr: _____ Date: _____

*Local ITSM: _____ Date: _____

State Application/Program Rep: _____ Date: _____

*Send original signed copy of the Login Access Request form (Form 1260-12) to the State/Center IT Security Manager.

ACTIONS TAKEN (By National Operation Center)

Login-ID Created/Deleted Permissions Granted Other (explain below)

Comments: _____

Instructions for filling out Form 1260-12

User Information Section

Fill in your first name, middle initial and last name.

Check the box for Government Employee.

Enter your Lotus Notes email short name/user ID. To find your Lotus Notes short name go into the BLM address book, find your name and double click on your name and look under short name/user ID.

Enter your 10 character Office Code: To find your Org./Office Code go to the BLM address book, find your name and double click on your name, click on the Work/Home tab, look for Department under the Work tab for your Org./Office Code. If you know your old office code (currently in RMIS), please add this at the end.

Enter your Office Name and Telephone Number.

If you have read, signed and submitted Form 1264-3 to your IT Security Manager, then sign next to signature and fill in the date you signed. If you haven't read, signed and submitted Form 1264-3, then go to your State/Center IT Security Manager and do so before signing this form.

Login Access Detail

This form is for access to the Recreation Management Information System (RMIS). This form will give you access to RMIS production. Please check the box to the left of "Yes."

Select the Role you will need access to: State (this is usually the State Lead), District (this is usually the District Lead), Office (this is the field office person that enters data), Washington Office, and Guest (anyone who would like to view and run reports). You must have an Active Directory Account in order to access RMIS.

If you need to have a user account modified, check the Modify User Account checkbox. If there is a specific effective date that you need, fill in the effective date. List the specific software applications that you need to have modified in the first column and the specific level of permissions for each application in the right column.

If you need to remove a user from access to software applications, check the Remove User Account check box. If there is a specific effective date that you need, fill in the effective date.

Signatures

See the Routing information on the top of the form.

The BLM Supervisor for Federal employees must sign and date the form then route it to the Local Information Technology Security Manager.

The Local Information Technology Security Manager needs to sign/date the form and then route it to either the State Application/Program Representative (such as, the State Recreation Planner).

The State Application Representative or Program Manager for the software application must sign the form.

When all other routing is complete, fax the form to NOC, Division of Resource Services (DRS) at 303-236-3508, attention: Tina McDonald.